



**PARKS and RECREATION ADVISORY COMMISSION
MINUTES
April 05, 2007**

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Frank McDavid, Chairman	Clover Hill District	Member of All PRAC Committees
Jack Griffin, Vice Chairman	Bermuda District	Capital Projects Committee Athletics Activities Committee Background Checks Committee
Lynn Crump	School Board	Capital Projects Committee, Outreach, Greenways Advocacy Committee and Future Visions Committee
Jose Sanchez	Clover Hill District	Capital Projects Committee Athletic Activities Committee
Dennis Harding	Dale District	Athletics Activities Committee Budget Committee
Annette Schanz	Matoaca District	Outreach and Greenways Advocacy Committee, Athletic Activities Committee, Capital Projects Committee
Earl Gee	Matoaca District	Chair, Budget Committee Athletics Activities Committee
Ron Maxey	Midlothian District	Chair, Future Visions Committee Capital Projects Committee
Will Shewmake	Midlothian District	Chair, Outreach and Greenways Advocacy Committee Future Visions Committee Athletic Activities Committee

Absent:

Bob Terrell	Dale District	Chair, Athletics Activities Committee Capital Projects Committee, Background Checks Committee
Jim Beck	Bermuda District	Capital Projects Committee Budget Committee

Parks and Recreation Staff

Rebecca Dickson, Deputy County Administrator, Human Services

Mike Golden, Director, Primary Liaison, By-laws Committee and Future Visions Committee

Lynell McClinton, Chief of Finance, Primary Liaison Budget Committee

Phil Innis, Assistant Director, Primary Liaison Athletic Activities, Outreach & Greenways, and
Background Checks Committee

Bruce Dove, Assistant Director, Liaison Budget, Capital Projects and Future Visions Committee

Mark Askin, Chief of Parks, Liaison Outreach and Greenways and Budget Committees
 Stuart Connock, Jr., Chief of Parks Design and Construction, Primary Liaison, Capital Projects Committee
 Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects and Background Checks Committees
 Doug Salyers, Liaison Budget Committee
 Rebecca J Parker, CPS/CAP, Secretary

2006 Standing Committee

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Earl Gee, Chair	Jack Griffin, Chair	Bob Terrell, Chair	Bob Terrell, Chair	Will Shewmake, Chair
Dennis Harding	Lynn Crump	Annette Schanz	Jack Griffin	Lynn Crump
Jim Beck	Annette Schanz	Earl Gee	Frank McDavid	Annette Schanz
Frank McDavid	Ron Maxey	Jack Griffin		Frank McDavid
	Jim Beck	Dennis Harding		
	Bob Terrell	Will Shewmake		
	Frank McDavid	Frank McDavid		
	Jose Sanchez			

Future Visions

Ron Maxey-Chair
Will Shewmake
Lynn Crump
Frank McDavid

Speakers on Scheduled and Unscheduled Matters

Lisa Scott	Background Checks
Doris Kron	Background Checks
Lou Lippa	Chesterfield Metro Football
Keith Wise	Fernbrook Park
Luiz Gutierrez	Co-sponsorship& Soccer Field Needs
Steve Seagle	Chesterfield Softball Association
Sandy Cassis	Chesterfield Cheerleading League
Scott Southworth	Concession Bids
Rob Walters	Bon Air Church League Report
Lisa Tuzzo	CBL Report
I.G. Gomez	CGBL Report
Lee White	Chester Presbyterian Basketball Report

Parks and Recreation Advisory Commission Mission Statement

Working in partnership with the public, Parks and Recreation Department, and the Board of Supervisors, Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County's ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a *First Choice Community* such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County's citizens and determining how best to meet those needs.

I. Chairman, Frank McDavid called the meeting to order at 7:00 p.m.

II. Non-Sectarian Invocation:

Annette Schanz gave thanks for all blessings received and asked for continued grace and for wisdom in the decisions and opportunities before this Commission.

III. Pledge of Allegiance:

Lynell McClinton led the assembly in the *Pledge of Allegiance*.

IV. Approval of March 01, 2007, Minutes:

Jose Sanchez made a motion to waive the reading of the minutes and approve them as written. Ron Maxey seconded the motion. There was no further discussion. The motion was approved with unanimous vote.

Chairman McDavid discussed the challenges he faced this year and the fact that public service was of great importance to him and had boosted his determination to move forward. Chairman McDavid assured the assembly that he would be present for as many meetings as possible. Chairman McDavid thanked Vice Chairman Jack Griffin for fulfilling the duties of Chairman when it was not possible for him to be present.

Meeting Procedures:

Chairman McDavid advised that there was a sign-up sheet available for anyone who wished to speak.

Amendments to Agenda:

Mike Golden asked that the assembly note a correction to *Agenda Item V*; it should read *Winter Sports Reports*.

V. Public Comments on Agenda Items

Winter Sports Reports:

Bill Carlson advised that four sports organizations that participate in Winter Youth Basketball Leagues would report to the Commission: Chesterfield Basketball Club, Chesterfield Girls Basketball League, Chester Presbyterian and the Bon Air Church League.

Chesterfield Basketball League- Lisa Tuzzo

Ms. Lisa Tuzzo distributed information to the Commission and gave a presentation on behalf of Mr. Robert Hodges, president and CEO of the League, who could not attend tonight. Ms. Tuzzo advised that in the southern part of the County there were 68 teams and 727 players. In the northern end of the County there were 159 teams and 1,620 players. There are a total of 227 teams and 2,347 players. Ms. Tuzzo listed the League accomplishments for 2007 as follows:

- Coaches Anti-drug Initiative for 9-12 year old players
- Instructional League Team Expansion
- Challenger League Fall Program and Increase in Participation
- Added 12 Additional Teams for 2007

Ms. Tuzzo reported that League website activity increased to approximately 39,000 visits per day.

Future Requests included the following:

- New Gyms to be similar to Greenfield Elementary
- Early Assignment of Gyms for Girls and Boys Leagues - Prior to August 1st
- Better Lighting in Midlothian and Manchester Middle Schools
- Use of Elizabeth Scott and Hampton Park Elementary Schools Next Year

Ms. Tuzzo thanked Parks and Recreation staff including Mike Golden, Bill Carlson, Susie Owens, Milton Marsh for all their assistance.

Chesterfield Girls Basketball League (CGBL) - I. G. Gomez

I. G. Gomez said that CGBL had enjoyed a very successful season. CGBL teams are organized as follows: 66 are instructional teams; 33 are minor, with 359 players; 38 are intermediate, with 375 players; 35 are Junior, with 344 players and 19 are senior, with 99 players.

Mr. Gomez advised that he would suggest that the gyms be painted a lighter color. Mr. Gomez thanked Parks and Recreation for all their assistance and said that Parks and Recreation staff had always been responsive and helpful.

Chester Presbyterian Basketball Association - Lee White

Mr. White reported that he had been with the Association for 21 years of the estimated 40 years that the program had existed. Their goal is to remain a free program, and this is accomplished through fundraisers. The only charge is a \$10 sign-up deposit. Currently, there are 400 youths involved, 28 teams of boys and 18 teams of girls. Mr. White reported a successful season without any problems in the gyms. Mr. White thanked all the staff that helped make their program a success.

Bon Air Church League - Rob Walters

Mr. Walters reported that the organization was formed in the 1950's. Mr. Walters said he has been involved for three years. Their goals for this year were reached with 425 players and a residency rate of 85 percent. Two new divisions were added, one for 3rd Grade youth consisting of 6 teams and 60 players and a division for 8th and 9th grade youth. Varsity played 21 games during the season and ended with a double-elimination tournament.

Their website bonairbasketball.net features a U2 video created by students at James River High School entitled "*Bon Air Basketball is Life*". Bon Air Church League referees were very impressed by the Varsity Team's performance this year. Mr. Walters reported that Will Roberts was named *Most Valuable Player* and Patrick Kennedy, a student at James River High School, received the *Spirit Award*, both players exemplify great sportsmanship. The Varsity team also draws large audiences to their games.

Bon Air Church League has established the goals of acquiring scoreboards for the gyms at Bon Air and James River High School and increasing the number of teams to 44 with 450 players. There is also interest in a team for girls. Mr. Walters requested one more night of gym space.

Dennis Harding invited Mr. Walters back to PRAC for the October Public Hearing on AP assignments. Bill Carlson said prior to this public hearing there would be discussions with the organizations about the AP process.

Chairman McDavid thanked all the presenters on behalf of the Commission for their informative reports.

Hispanic Facility Needs – Luiz Gutierrez

Mr. Gutierrez advised the Commission that he and his wife hope to eventually build an indoor soccer facility for Hispanic youth and adult players. In the interim, he requested an area to play centralized games and work with Hispanic children. Mr. Gutierrez advised he was interested in applying for co-sponsorship and would follow all rules and regulations as well as provide maintenance of the fields. Jose Sanchez advised Mr. Gutierrez that there were three Hispanic soccer leagues, with approximately 2,000 adult players and invited Mr. Gutierrez to become part of one of these leagues that were currently assigned fields. Mr. Gutierrez pointed out that even when merged with an existing league, there would not be enough fields. Bill Carlson said that if this would be a new organization with more teams, the issue should be placed with the Athletic Activities Committee. Field availability for soccer is an issue in the fall when football begins.

Phil Innis reported that the Athletic Activities Committee had discussed the Hispanic soccer needs issue and recommended a meeting with the various soccer leagues to determine the use of the three new Lowe's soccer fields that will be available in the fall. Annette Schanz noted that the Athletic Activities Committee had developed a workable plan for their report tonight, but now the Committee should meet again and consider the new information from Mr. Gutierrez. Chairman McDavid said the report scheduled on this issue would be deferred until after the Athletic Activities Committee met.

Dennis Harding said that the Commission should give strong consideration to the Hispanic needs and options should be explored to allow them to have a centralized location. Jose Sanchez pointed out that Mr. Gutierrez said they were willing to pay their way. Mr. Sanchez noted that four years ago there were 6 Hispanic soccer teams; now there are 52 teams.

Chairman McDavid asked Mr. Gutierrez to submit a Co-sponsored application to Phil Innis. Chairman McDavid asked the Athletic Activities Committee to reconsider the Hispanic needs and include the information provided by Mr. Gutierrez in their next report. Mr. Golden invited Mr. Gutierrez to talk to staff at Parks and Recreation for a detailed understanding of their numbers and needs. This new information could be used in the projection of needs for the *Public Facilities Plan* update. Lynn Crump proposed including demographics, including age and race in this review, since the demand is growing faster than the population in general.

Concession Leases:

Phil Innis advised that all Cosponsored Concession Leases expired in December. The Board of Supervisors recommended renewal of all expired leases, except for two adult softball lease agreements for the concession operations at Daniel Park at Iron Bridge and Warbro Complex, which were to be bid instead of awarded as a lease. Phil Innis proposed that the bid be sent with the effective date of June 1. The internal County process has delayed the bid submission, and the softball season is underway. Steve Seagle, with the Chesterfield Softball League has agreed to continue as the concessionaire during this interim period and has concerns about the process. Mr. Seagle advised that the Chesterfield Softball Association has paid annual insurance and incurred operating costs. Mr. Seagle requested that Chesterfield Softball League complete the season, which ends mid-October. Mike Golden said that he would recommend a request for approval of this interim lease agreement by the Board of Supervisors. Phil Innis advised that the bid request had not been advertised and would be open for 30 days. An agreement could technically be in place June 1, and seven or eight vendors had expressed an interest. The bid is approved except for the date.

Earl Gee suggested that the Committee should look at this issue before any recommendations are made. Vice Chairman Jack Griffin said that there would probably be short notice to change vendors, due to the time required to receive and select bids. Will Shewmake said that the bids received for a partial season could be few. Dennis Harding said that 14 years of service should be considered and that this issue could have been worked out before it came to PRAC. Mike Golden pointed out that the Commission recommended that Parks and Recreation go through the bid process at these two locations; when the timeline conflicted with the start of the softball season, the need for an interim concessionaire arose, and Parks and Recreation wanted PRAC's input on this change. Parks and Recreation has no opposition to Mr. Seagle's interim operations and has requested PRAC's recommendation.

The consensus of the Commission was for the contract to become effective in spring 2008, instead of attempting to prorate the effective date. The Commission considered the importance of Chesterfield Softball League's previous 14-years experience in operating the concessions, their current investment in concession stock and insurance and their cooperation in operating the concession without a lease agreement in place. Lynn Crump was assured by Mr. Seagle that the end of baseball season included tournaments. Bill Carlson advised that the end of the season is around the 12th of October.

Chairman McDavid advised that a motion would be needed to reverse what had been decided in Committee. Scott Southworth, an interested bidder, suggested that the bid request go forward as originally recommended by the Committee. Mr. Southworth reminded the Commission that the change to a bid process for the two concessions was brought about by concern that these concessions be open for the public. Frank McDavid pointed out that if the bid went forward without change, the agreement awarded would not be for a full three years. Phil Innis confirmed that a start date, after the softball season ended, could be entered into the contract and the contract could expire in three years.

Dennis Harding made a motion that Chesterfield Softball Association operate the concessions until the end of baseball season under an interim lease agreement and that the bids go out as soon as practical. Will Shewmake seconded the motion. Jack Griffin advised that the Committee decision was made some time ago when there was no indication of this issue arising. Chairman McDavid pointed out that a public hearing was held over two PRAC meeting to receive all input on bids for the concessions. There was no further discussion and the motion was approved with unanimous vote.

Chairman McDavid noted that the bidding process would make the vendor selection concrete and fair.

VI. New Business

Background Checks:

Phil Innis reported that the Background Check Policy states that coaches, assistant coaches, managers and directors are required to receive a background check. The cosponsored organizations met with the Background Checks Committee to determine who should be checked. At the request of Girls Softball, the County was willing to perform the checks for umpires, if they paid the fee. Since that time, the scope and number of checks have become problematic. Phil Innis introduced Lisa Scott and Doris Kron, with the Police Department. Lisa Scott advised that she manages background checks and the issue of resources has arisen because of the number of non-administrative individuals such as team moms, snack list members and bathroom walkers that are requesting background checks. Ms. Kron reported that an 85 year-old grandfather waited for a background check because he may need to walk onto the field and talk to a challenged player. Often a hundred people at a time are requesting background checks. Last year, 732 females requested background checks at a cost of \$20,000 to the County. Since January 1, 300 females have requested checks. Doris Kron requested that PRAC recommend the organizations follow the policy when determining who should be checked. Phil Innis discussed the difficulty in determining who should be checked because of terminology and varying opinions of what position in contact with youth should be checked. Individuals that require checks have been turned away because of the number of checks requested. Will Shewmake said he was concerned with the fact that the people that needed to be checked were turned away because of the volume checks requested. Ms. Kron advised that she had benchmarked with 14 different localities that did not provide background checks to team moms. Dennis Harding pointed out that during initial Committee discussions on background checks he had pointed out that a cutoff point for who was to be checked was needed, and it was the intent of the program to protect the youth. Ms. Scott said that it was important for parents to feel comfortable that those individuals in contact with their children have been checked; however, a proposal to charge a fee of \$26 could inspire leagues to be selective about who needed to be checked. Mike Golden said the determination of who to check had been left to the discretion of the leagues and apparently, it was not working.

Sandy Cassis, Chesterfield Cheerleading League, reported that team moms from their organization were advised not to seek background checks, and they would support the fee.

Chairman McDavid requested that Mike Golden address this issue. Mike Golden thanked Ms. Scott and Ms. Kron and advised that Parks and Recreation would write a letter to the cosponsored organizations and leagues to enforce a more strict interpretation of the Background Checks Policy and that anyone checked must be listed on the roster with their team assignment. This would also help to increase the comfort level of the organizations that they are following the correct policy.

Fernbrook Park – Mr. Keith Wise

Mr. Wise, a 13-year resident of Chesterfield County, discussed the need for playground facilities and tennis nets at Fernbrook Park. Mr. Wise said there was a stream that provided fishing, but there are no other activities for the children. Mr. Wise said this Park could be an important resource for the neighborhood. Mike Golden advised that a public hearing to gather input on the potential addition of adjacent property in the area was scheduled and he asked Mr. Wise to contact him. Stuart Connock reported that Parks and Recreation had received input from several citizens concerning Fernbrook Park.

Chesterfield Metro Football League – Lou Lippa

Lou Lippa reported that Chesterfield Metro Football League has two new teams, Giants and Eagles. Over 300 youths play at Carver every weekend.

VII. Parks and Recreation Director's Remarks:

Mike Golden reported that the Board of Supervisors held a public hearing on Budgets on March 28, and that Lynn Crump spoke to the issue of land acquisition. On April 11, the final budget will be adopted. The tax rate is the remaining factor that can determine available budget funding.

March 8, 2007, County Museum Opening

Mike Golden invited PRAC members to tour the newly renovated County Museum on May 3, prior to the regular PRAC meeting.

Paul Tubach, the new **Henricus Historical Park Administrator** will be invited to PRAC to meet the Commissioners.

VIII. Accept Parks and Recreation Staff Reports:

Chairman McDavid advised that the reports had been distributed to the Commission.

Phil Innis requested approval to prepare a draft letter for signature requesting that the cosponsored athletic organizations provide their required information to Parks and Recreation. Chairman McDavid asked that the letter be prepared and presented at the May PRAC meeting for approval.

IX. Committee Reports:

Athletic Activities Committee:

Phil Innis reported that the Athletic Activities Committee recommended a specific formula be used to determine the amount of revenue generated for the County by the activities of the athletic organizations cosponsored by Parks and Recreation. After benchmarking with various localities, the Committee determined that each out-of-town participant spends an average of \$185 per day; each local participant spends \$75 per day.

Chairman McDavid reminded the assembly that in January, he had requested this report be given to Rebecca Dickson, deputy county administrator, to document the amount of County revenue generated by the activities of athletic organizations cosponsored by Parks and Recreation. Rebecca Dickson had confirmed at the March PRAC meeting that a report of revenue generated could be helpful in the budget process as a tie to funding. Phil Innis advised that this report will be further developed to capture as many costs as possible. Lynn Crump suggested that a memo be given to tournament organizers to capture data. Phil Innis said that Bill Carlson had contacted tournament organizers, and this information could be made available to Parks and Recreation.

NSA Tournament

Bill Carlson was asked to report on the NSA Tournament by Vic Evaro, of CLL. Mr. Carlson advised that plans were in progress for the tournament; however, teams are registering at this time. The Tournament will be held at Daniel Park at Iron Bridge, Bird High School, Rockwood Park and they may utilize Goyne Park. Bill Carlson advised that as he received information he would report to PRAC.

Budget Committee: No Report

Future Visions: No Report

Outreach and Greenways Committee – No Report

Capital Projects Committee

A Capital Projects report has been distributed. Vice Chairman Jack Griffin advised that the Capital Projects and Master Plan Committees meet jointly.

Master Plan Committee

Vice Chairman Griffin advised that the Master Plan Committee met on March 29 and discussed the public hearing on the Parks and Recreation Master Plan updates. Mike Golden advised that June 6, at 7:00 p.m., at Clover Hill High School, and June 11, at 7 p.m., at Bird High School are submitted for PRAC approval before notifications are mailed. The PRAC consensus was to approve these two dates and move forward with notifications.

Will Shewmake discussed the opportunity for Parks and Recreation at the James River High School varsity field. Mike Golden advised that this could be a potential CIP issue. Bill Carlson discussed the process for funding to perform maintenance on the varsity field, if it does change hands.

March 19 Public Facilities Plan Executive Review Committee Meeting

Mike Golden reported that he met with the County Administrator and three Deputy County Administrators to update them on the initial direction of the Parks and Recreation updates for the *Public Facility Plan*. Mike Golden said that the proposed updates were well received. Parks and Recreation is half-way through the process of recording data on the 30,000 youth that play cosponsored sports. This data will be a tool in determining the use of facilities and need for facilities. This information is taken from the rosters provided by the cosponsored groups and Mr. Golden discussed the need for cosponsored groups to standardize their rosters. Currently, they are received in various formats, some hand-written and some computerized. **Chairman McDavid assigned the issue of standardization of rosters to the Athletic Activities Committee.** The importance of land acquisition ahead of need was discussed. It was agreed that land acquisition was a school issue as well as a Parks and Recreation issue. The trend for senior programming needs and community centers was discussed.

Lynn Crump asked that the issue of Hispanic needs be added. Will Shewmake suggested that the trends toward Field Hockey and Lacrosse needs be added. Jose Sanchez suggested the need for basketball be included. Mike said the public meetings on June 6 and June 11 will gather information that is reported in August. Ron Maxey discussed his concerns that there had been no action on land acquisition even though it had been brought forth many times. Mike Golden said the Executive Review Committee received the report on the need for land acquisition favorably.

Hall of Fame

Ron Maxey was concerned that the original plan for PRAC to determine who was nominated for this award based on specific criteria had changed in that PRAC is now in an advisory capacity and the Board of Supervisor selects the candidates of their choice. Dennis Harding questioned why PRAC was involved in the process at all, if they did not select the nominees. Mike Golden suggested the option that there would be no nominees this year and the process would reorient for next year. Lynn Crump suggested that the Hall of Fame nominations be placed in *County Comments*.

X. Deferred Business: None

XI. Recommendations for Agenda Items for May 03, 2007, meeting at the Central Library:

Mr. Keith Wise – Fernbrook Park

- **Growth of Hispanic Population - Adults– Athletic Activities Committee**
- **Revenue Report – Athletic Activities Committee**
- **Standardization of Rosters – Athletic Activities Committee**
- **Approval of Letter for Cosponsored Information**

XII. Adjournment: 9:00 p.m.

Minutes submitted by Rebecca J. Parker, CPS/CAP

The next meeting will be held on Thursday, May 3, 2007, at the Central Library

REMINDER: THERE WILL BE NO PRAC MEETINGS IN JUNE AND JULY

